



TOWN OF BROOKFIELD

APPLICATION SINGLE FAMILY DWELLING CONVERSION

ACTIVITY NUMBER: _____

PROPERTY I.D.: _____

APPLICANT/AGENT:

Name: _____

Address: _____

LANDOWNER OF RECORD:

Name: _____

Address: _____

Contact Name: _____

Phone #: _____

Cell Phone/E-mail: _____

Contact Name: _____

Phone #: _____

Cell Phone/E-mail: _____

PROPOSED TENANT

Name: _____

Date of Birth: _____

Disabled?: Yes [] No []

SITE DATA:

Street Address: _____ Apartment square footage _____

*****REQUIRED DOCUMENTATION:** A copy of the apartment floor plan showing dimensions and location of apartment.

NOTICE TO NEIGHBORS: The applicant certifies herewith that he/she has provided notice to the adjoining neighbors listed as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I represent that this information is current, accurate and complete and that I will comply with the applicable regulations. I agree that any information that is determined to be false or misleading, will be subject to fines and penalties set by regulation, code or statute.

Signature of Property Owner

Date

Procedure for new Single Family Dwelling Conversion (12/6/2010)

For a new application, the homeowner of record must:

1. Complete the Application for Single Family Dwelling Conversion. A copy of the apartment floor plan showing dimensions must be included. All abutting property owners must be notified of the conversion (blank letters are available with the application). Payment of \$125.00 for the conversion must be submitted to the Town Of Brookfield.
2. Sign and have notarized the affidavit stating the name and birthdate of the elderly or disabled occupant.
3. When all forms are complete and paid for, the Land Use office staff schedules a date for the Zoning Commission to review the application at the next regular meeting.
4. Once approved, a Certificate of Zoning Compliance for a Single Family Dwelling Conversion will be issued and mailed to the homeowner of record.

*****Application for Single Family Dwelling Conversion*****

Notification Letter To Adjoining Landowners

Date:

From:

Brookfield, CT 06804

To:

Brookfield, CT 06804

We are applying for a single family conversion and we need to notify the abutting landowners. The apartment or unit shall be occupied by an elderly person, as defined in the Zoning Regulations, Section 242-202, or by a person declared to be disabled according to the definition provided by the Social Security Administration. All requirements for the apartment within a single-family dwelling are in the Brookfield Zoning Regulations Section 242-405.

This will be before the Zoning Commission on _____, 2011.

Please sign this and return to us as soon as possible.

Thank you,

Signature of Landowner: _____

Date: _____

STATE OF CONNECTICUT

ss:

COUNTY OF FAIRFIELD

I, _____, residing at
(Owner)

_____, Brookfield, CT having
(Address)

a birth date of _____, being duly sworn, depose and say:
(Birth date of property owner)

That _____,
(Names of all tenants/occupants)

having a birth date(s) of _____,
(Birth date of each tenant)

is/are the tenant(s)/occupants(s) of (*Circle one of the following*) converted dwelling unit or main house in said premises.

THAT per Section 242-405F, I understand if the status of either the occupant or owner changes, the permit holder must file a new Certificate of Status within thirty (30) days of the effective date of change.

THAT upon issuance of annual special permit by the Brookfield Zoning Commission for such occupancy, I agree to hold the Town of Brookfield harmless for any and all expenses incurred as a result of the applicant's lack of compliance with the Zoning Regulations of the Town of Brookfield and any enforcement action resulting therefrom.

(Owner signature) (L.S.)

Sworn before me this _____ day of _____, 2011.

(Notary Public)

My Commission Expires: _____